

Running Reports in the Statewide Learning Management System

What are reports?

Data from SLMS selected based on specific criteria and formatted for presentation and/or distribution.

What's the difference between Reports and Queries?

Queries are requests for data that meet specific criteria. Queries are usually generated/returned in a simple table without any formatting.

Reports present data mined or generated from queries and formatted in a meaningful way.

Who can run reports in SLMS?

1. Primary Agency Administrators
2. Secondary Agency Administrators
3. Support Agency Administrators
4. "Central" Administrators

A Few Notes:

When asked for a **Business Unit** for a report, you must always specify the "SHARE" value.

When you first use the Report Console, you need to set your preferences. If you cannot see reports you've run, check your preferences to make sure reports aren't excluded from your view.

You can click the HELP link at the top right of an SLMS page to see context-specific help files.

If your report does not successfully run, cancel or delete the request through the Process Monitor and begin a new report. If this does not work, contact the SLMS HelpDesk.

The Web and Email Distribution options will be the most useful for running SLMS reports.

Workflow for SLMS Reports

1
Locate Report

- Navigate to Main Menu > Enterprise Learning > Learning Reports
- Reports can be run by Agency Admin Roles only

2
Find or Create Run Control ID

- Run Control ID: A word, phrase, or code that identifies your request for an SLMS report. Run Control IDs that you create are available only to you.

3
Specify Report Criteria

- Each reports requests input on what to include in the report.
- Business Unit always equals "SHARE."

4
Define Format & Distribution

- Distribution Types: Web (recommended), Email, Printer, File
- Output Types: PDF, HTML, RTF, XLS
- Reports can be shared among users within SLMS through distribution options available for all reports.

5
Track Progress

- Navigate to PeopleTools > Process Scheduler > Process Monitor
- Order of Statuses: Queued, Initiated, Processing, Success/Posted or No Success/Not Posted

6
Retrieve and View Report

- Depends on distribution type selected
- Within SLMS, navigate to Reporting Tools > Reporting Console > My Reports

Running Reports in the SLMS

Definitions for SLMS Reports

SLMS Report Name	Report Description	SLMS Report ID
Activity Roster	Lists all learners enrolled for an activity. You can run the report by catalog item, activity code, enrollment status and activity date range.	LMROSTRT
Activity Transcript	Lists the enrollment status, passing status, and grade for all learners within an activity.	LMTRANRT
Certification Status	Lists the learners who have completed a specific certification. The report shows completion date, expiration date and recertification date.	LMCRTCMP
Certification Compliance	Lists manual changes made to learners' program registration status. For a selected program, lists the learner's name, the new status, the date of the status change, and name of the user who updated the status.	LMREGAUD
Activity Component Progress	Lists the lesson title, lesson status, and lesson score for each lesson (SCO) completed for each learner within a SCORM or AICC compliant self-paced learning component.	LM_STATS
Curriculum Completions	Lists the learners who have completed a specific curriculum.	LMCURCMP
History by Department	Lists learning transcripts for all learners in a specified department, or a specific learner within that department.	LMHSTYRT
Item Completion	Lists the learners within a department or customer organization who have completed a catalog item, and the enrollment status, passing status, and grade for each learner.	LMCOMPRT
Learner Transcript	Lists complete transcript for all learning completed by one learner. It includes learners' course information, including enrollment status, passing status, and grades. (XMLP)	LM002
Learning Component Progress	Lists all learners enrolled in an activity and their completion progress in the activity's learning components.	LM_PRGRP

Running Reports in the SLMS

Program Roster	Lists all the learners registered for a specific program. You can run the report for a curriculum or a certification within a specified date range. The report shows learner's name, organizations, registration status and date completed (if the status is Completed). (XMLP)	LMPRGREG
Transcript by Organization	Sorted by organization, lists learners' course information, including enrollment status, passing status, and grades. (XMLP)	LM001
NYS PDF Catalog Extract	Displays catalog items and activities by SLMS category	NYPDFCATALOG
NYS Training Credit Hours	Displays learners' In-Service training hours by Organization and Learner	NY_LM0014A
NYS Training Hours by County	Displays learners' training hours by County	NY_LM0014B
NYS CLE Instructor Report	Displays training hours credited to Instructors who are assigned to learning activities during a specific time period	NY_LM0016